

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY
Secretary I
Full time (Monday through Friday)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: On Exam list for Secretary 1

Location: New Britain Office, New Britain, CT 06053

Job Posting No: **TM105543NBR**

Hours: 40 Hours per Week

Salary: \$41,440.00 - \$54,377.00 (Annually) - Secretary 1

Closing Date: **February 16, 2015**

Eligibility Requirement: **Qualified applicants must be on the current DAS exam list for Secretary 1 at the time of the application. Applicants will not have the opportunity to take the exam prior to the closing date to qualify for this particular vacancy. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.**

Examples of Duty:

Incumbents perform a variety of secretarial duties as illustrated in the following areas:

TYPING: Using a personal computer or other electronic equipment formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofreads for content; edits using knowledge of grammar, punctuation and spelling.

FILING: Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates and reviews reference materials and manuals.

CORRESPONDENCE: Composes routine letters/memoranda, etc. (e.g. standard replies and acknowledgement letters) for supervisor's signature.

REPORT WRITING: Compiles information from standard sources and prepares data reports (e.g. number of forms processed during the month).

INTERPERSONAL: Greets and directs visitors; answers phones and takes messages; answers questions requiring knowledge of terminology, organization, supervisor's responsibilities, etc. (e.g. appropriate referrals, general purpose of the unit).

PROCESSING: Scans correspondence; pulls and attaches related materials; reviews, routes and prioritizes mail.

PERSONAL SECRETARY: Arranges and coordinates meetings (including space and equipment); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription prepares expense accounts; makes travel arrangements.

OFFICE MANAGEMENT: Maintains an inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices, etc.); maintains time and attendance records; performs related duties as required.

Minimum Qualifications Required Knowledge, Skill and Ability: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

General Experience: Two (2) years' experience above the routine clerk level in office support or secretarial work.

Substitution Allowed: College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience.

Application Instructions: Please click on the class code for details regarding the description of this position. Please submit a letter of intent, a completed State application (CT-HR-12), resume, letter of intent, three (3) letters of supervisory reference; state employees must submit their two most recent performance appraisals in lieu of references. Reference posting number **TM110088NBR**. Please specify the posting number on all application materials. Incomplete application packets will not be considered. Application packets may be faxed to (860) 707-1954

DEPARTMENT OF CHILDREN AND FAMILIES
Tony Martelly - HUMAN RESOURCES
One Grove Street
New Britain, CT 06053
FAX: (860) 707-1954

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.